

CITY OF MIAMI SPRINGS
Human Resources Department

NOTICE OF EMPLOYMENT

POLICE DISPATCHER I
STARTING SALARY: \$27,932 ANNUALLY

HIGHLY RESPONSIBLE CIVIL SERVICE POSITION INCLUDING RADIO DISPATCHING, TYPING, COMPUTER OPERATION AND EXTENSIVE TELEPHONE DUTIES.

REQUIREMENTS:

MUST BE COMPUTER LITERATE

MUST TYPE 30 WPM

HIGH SCHOOL GRADUATE/GED

VALID FLORIDA DRIVER'S LICENSE

ABILITY TO HANDLE MULTIPLE TASKS/HIGH PRESSURE ENVIRONMENT

EXCELLENT ORAL AND WRITTEN COMMUNICATION SKILLS ARE REQUIRED

EXTENSIVE SHIFT WORK REQUIRED, HOLIDAYS, WEEKENDS AND OVERTIME

BILINGUAL (ENGLISH/SPANISH) PREFERRED

AT TIME OF APPLICATION, ALL CANDIDATES MUST SUBMIT THEIR ORIGINAL HIGH SCHOOL DIPLOMA OR HIGH SCHOOL EQUIVALENCY CERTIFICATE, SOCIAL SECURITY CARD AND FLA. DRIVER'S LICENSE/ OFFICIAL PICTURE I.D. VETERANS PREFERENCE WILL BE GIVEN IN ACCORDANCE WITH CHAPTER 22VP-1 OF THE FLORIDA ADMINISTRATIVE CODE, IF DD214 IS PRESENTED AT THE TIME OF APPLICATION.

PRIOR TO EMPLOYMENT, CANDIDATES WILL BE REQUIRED TO QUALIFY ON WRITTEN, ORAL AND COMPUTER EXAMINATIONS, BACKGROUND CHECK, POLYGRAPH, PSYCHOLOGICAL, AND COMPREHENSIVE MEDICAL EXAMINATIONS TO INCLUDE ALCOHOL/DRUG SCREENING.

APPLICANTS MUST APPLY IN PERSON: CITY OF MIAMI SPRINGS, HUMAN RESOURCES DEPARTMENT, 201 WESTWARD DRIVE, MIAMI SPRINGS, FL, MONDAY - FRIDAY, 8:00 A.M. - 4:00 P.M. All applications/resumes are public record. NO FAX WILL BE ACCEPTED. APPLICATIONS ACCEPTED UNTIL **4:00 P.M., FRIDAY, OCTOBER 6, 2006.**

NOTICE OF WRITTEN EXAMINATION WILL BE GIVEN AT TIME OF APPLICATION

ALCOHOL/DRUG-FREE WORKPLACE

Persons who need accommodation in order to apply for a City position should contact the Human Resources Department to make such request.

AN EQUAL OPPORTUNITY EMPLOYER MALE/FEMALE/DISABLED/VETERAN